



#### Meeting Room Usage---

The Library has a room in the basement available for public use. This room has a capacity for 50-60 people with 50 chairs and 9 tables provided. The kitchen has a refrigerator, stove, microwave and sink plus a 12-cup coffee pot, some dishes and silverware which can be used. A projection screen and internet access are also available.

#### **Meeting Room Policy 2-19-2020**

A reservation must be made for the use of the meeting room in person and a form must be filled out prior to use. You can call the library at 563-633-3475 during regular hours to check on availability.

#### **Library programs receive first consideration in scheduling.**

A deposit \$25.00 cleaning deposit + \$25.00 fee is required except for library or city functions. All deposits and fees must be paid prior to the event. If a group meets on a regular basis, a deposit can be held for them.

Smoking and open flames on candles or other decorative pieces are not allowed. The consumption of alcoholic beverages and the use of controlled substances are also not allowed.

Children's groups must have at least one adult supervisor. Children may not be left unattended in the library during meetings.

Groups or individuals may use the kitchen, but are expected to leave it clean. Also, please wipe tables, vacuum the carpet as needed, and take your garbage with you; garbage bags are provided. If your event is scheduled while the library is closed, a key is provided for and information on where you can find a mop and extra supplies, if needed.

Groups failing to leave the room in a neat, orderly, clean condition may forfeit the cleaning deposit and/or future use of the facility.

If a meeting is scheduled when the main library is closed, you are responsible for picking up keys during normal library hours. Please turn off lights, secure the building when you leave, and drop the keys in the book drop to the left of the main entrance.

The library takes no responsibility for any items left in the meeting room. Items found by staff are generally placed in the Lost & Found Box in the hall.

A Checklist for cleaning and closing are posted on the wall by the kitchen. Instructions for using the air conditioner will also be posted on the wall.